



Definitive Questions To Identify Appropriate Member Activities

1. Do all position descriptions reflect the objectives of the grant?
2. With whom does the member primarily interact with on a daily basis?
3. Who is the primary beneficiary of the member's efforts?
4. What "community good" results from the impact on the beneficiary?
5. Does the member position description accurately reflect:
 - Daily activity?
 - Target population?
 - Volume of service expected?
 - How does the member's effort correlate with the program objectives?
 - Member's term of service date?
6. Does the member's role require interaction with:
 - Faith groups and/or communities?
 - Unions or those aspiring to unionize?
 - Political entities and issues?

Note: Answering yes to any of the above questions does not automatically indicate a violation of prohibited activities, but program management should review the nature of the interaction.
7. Does the member role involve generating revenue or in-kind resources?
 - Is this effort specifically to generate resources for current program activities with the full awareness and support of program management?
8. Does the member role involve any clerical duties?
 - What percentage of the member's average day does this represent?
 - Is all clerical work related to documenting member activity?
9. What training exists to educate members in:
 - Program objectives related to the grant specifications?
 - Prohibited activities?
 - Identified staff contact for questions concerning appropriateness of specific tasks?
 - Acceptable member conduct?
 - Grievance procedures – What does your program's manual say?
 - Release, suspension, and termination rules?
 - Requirements under the Drug Free Workplace Act?
10. Do member timesheets adequately reflect:
 - Location of service
 - Daily hours
 - Program assignment
 - Project description

AmeriCorps Resources and Policy Information

- 1. The AmeriCorps Program Director's Handbook**
(most current is 2003-2004 version)
- 2. The Corporation for National and Community Service website**
<http://www.americorps.org/resources/manuals.html>
- 3. Nebraska Volunteer Service Commission**
(402) 471-6225
- 4. Nebraska Volunteer Service Commission website**
<http://www.nvsc.ne.gov>